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This checklist reflects command requirements for Inspector Generals to prepare for and conduct internal reviews of DII Technical Control facility operations.

SUMMARY OF REVISIONS

This checklist has been completely revised to update references for technical control facility and circuit action operations and should be reviewed in its entirety.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.

2. This publication establishes a baseline checklist. The Command IG will also use the checklist during applicable assessments. Use the checklist at **Attachment 1** as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of Systems Control/Management.

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ATTACHMENT 1

SYSTEMS CONTROL/ MANAGEMENT/MAJCOM/UNIT

Table A1.1. Checklist.

SECTION 1: TECH CONTROL (OPERATIONS)			
MISSION STATEMENT (UNIT): Provides operational control, supervision and management of transmission networks, communications-computer systems (C-CS), and related equipment supporting global and local requirements/users. *NOTE:* All references are from DISAC 310-70-1, *DII Technical Control*, DISAC 310-55-9,*Base Level Support for the Defense Information System Network (DISN),* DISAC 300-85-1, *Reporting of DCS Facility Link Data*, MIL-STD 188-154A, *Subsystem, Equipment, and Interface Standards for Common Long Haul and Tactical Telecommunications Control Facilities,* MIL-STD 188-124B, *Grounding, Bonding, and Shielding for Common Long Haul/Tactical Communications Systems*, MIL-STD 188-114A(1), *Electronic Characteristics of Digital Interface Circuits*			
1.1. OPERATIONS (CRITICAL ITEMS)	**YES**	**NO**	**N/A**
1.1.1. Has the TCF established local written procedures for: (DISAC 310-70-1, C2.5.19.3)			
1.1.1.1. Actions to be taken in the event of primary and/or back-up power failures, including procedures for load shedding.			
1.1.1.2. Operation of back-up power equipment if TCF/PTF personnel are required to perform such tasks?			
1.1.2. Has the TCF established local written procedures for: (DISAC 310-70-1, C2.5.19.2)			
1.1.2.1. Actions to be taken in the event of a contingency or significant communications failure to include reroute plans, reporting, and other procedures required to ensure continuity of service?			
1.1.2.2. Actions to be taken in case of any natural or hostile event that is probable for that area?			
1.1.2.3. Securing, transporting, or destroying classified material?			
1.1.3. Are all outages, regardless of duration, documented and tracked on DD Form 1443, **Outage and Restoration Record** or electronic tracking system? (DISAC 310-70-1, C9.3.2)			
1.1.4. Are users and higher headquarters notified within minimum established lead-times of scheduled service interruptions that will or may degrade their service? (DISAC 310-70-1, C7.3.2.1)			

OPERATIONS (CRITICAL ITEMS) Cont:	YES	NO	N/A
1.1.5. Is maximum circuit restoration provided for users during scheduled outages? (DISAC 310-70-1, C7.3.1)			
1.2. OPERATIONS (NON-CRITICAL ITEMS)	YES	NO	N/A
1.2.1. Are DII reporting guides accurate and are database corrections submitted in accordance with DISAC 310-55-1, DISA area supplements, or LCC instructions? (DISAC 310-70-1, C2.5.16)			
1.2.2. Does the TCF report the status of facilities, transmission links, trunks, and circuits in accordance with DISA reporting directives? (DISAC 310-70-1, C2.5.3)			
1.2.3. Does the TCF/PTF maintain operational control over all equipment supporting DII operations? (DISAC 310-70-1, C2.8)			
1.2.4. Has the TCF/PTF developed local restoral plans for partial or complete facility, inter-site, and communication link failures that are not part of a DISA Area restoral plan? (DISAC 310-70-1, C5.5.1.2.3)			
1.3. RADIO SYSTEMS (CRITICAL ITEM)	YES	NO	N/A
1.3.1. Does the TCF report Meaconing, Intrusion, Jamming, and Interference (MIJI) of electromagnetic systems in accordance with service directives on all affected DII systems, with an information copy to the LCC/NCO and the DISA elements? (DISAC 310-70-1, C2.5.18)			
1.4. QUALITY CONTROL (CRITICAL ITEMS)	YES	NO	N/A
1.4.1. Does the TCF/PTF as CCO/CMO ensure all DII circuits and trunks assigned parameter codes are tested prior to acceptance for service by the U.S. Government, unless a waiver condition applies? (DISAC 310-70-1, C6.5.4.1)			
1.4.2. Does the TCF/PTF ensure leased circuit segments meet all circuit parameters for the type of service specified in the SAM? (DISAC 310-70-1, C10.3.1)			

1.5. QUALITY CONTROL (NON-CRITICAL ITEMS)	YES	NO	N/A
1.5.1. Is all test equipment within the TCF/PTF properly calibrated? (DISAC 310-70-1, C6.5.3.1)			
1.5.2. Are out-of-service QC tests being scheduled on all circuits for which CCO responsibilities have been assigned? (DISAC 310-70-1, C6.5.6.2.1)			
1.5.3. Does the TCF/PTF perform in-service performance monitoring of all active analog circuits weekly? (DISAC 310-70-1, C6.5.7.1.1)			
1.5.4. Does the TCF/PTF perform QC testing on all operational and spare communications equipment appearing at the TCF/PTF patch panels on a regularly scheduled basis? (DISAC 310-70-1, C6.5.6.2.14.)			
1.5.5. Is the entire QC waiver list revalidated annually by the TCF facility Chief and submitted to the highest level O&M command within their area, and to the appropriate LCC, for review during the first quarter of each calendar year? (DISAC 310-70-1, C6.5.8.)			
1.5.6. Have waivers been obtained for circuits and equipment that have not been meeting specified parameters or cannot be tested? (DISAC 310-70-1, C6.5.8)			
1.5.7. Are waivers current on the station's master waiver list? (DISAC 310-70-1, C6.5.8)			
1.5.8. Does the trend analysis program trend number of outages, outage times, reason for outage, calculate availability and reliability, and determine if circuit reliability meets management thresholds (MT) on a monthly calendar basis? (DISAC 310-70-1, C6.6.1)			
1.5.9. Are corrective actions being taken to resolve degradations identified through trend analysis anytime a link, trunk, or circuit fails monthly MT? (DISAC 310-70-1, C6.6.3, C6.6.4, C6.6.5)			
1.5.10. Does the TCF/PTF submit DD Form 1368, **Modified Use of Leased Communication Facilities** on leased circuit outages when responsibility has been assigned in accordance with DISAC 350-135-1 and DISAC 310-130-1? (DISAC 310-70-1, C2.5.17)			
1.6. ADMINISTRATION (NON-CRITICAL)	YES	NO	N/A
1.6.1. Does the TCF maintain a current DISA reference library readily accessible to the technical controllers? (DISAC 310-70-1, C2.5.22)			

ADMINISTRATION (NON-CRITICAL) Cont:	YES	NO	N/A
1.6.2. Are appropriate logs, forms, and records being maintained? (DISAC 310-70-1, C9.1)			
1.6.3. If used, does the ADP system provide back-up capability so that computer failure will not prevent the maintenance of required records or the retrieval of information? (DISAC 310-70-1, C9.2.1)			
1.6.4. Is data stored on magnetic media backed up daily? (DISAC 310-70-1, C9.2.1)			
1.7. SYSTEMS ENGINEERING & ARCHITECTURE (CRITICAL ITEMS)	YES	NO	N/A
1.7.1. Do circuit, system, and equipment installations meet required technical standards? (MIL STD 188-154A; MIL STD 188-124B; MIL STD 188-114A(1))			
1.7.2. Are accurate systems diagrams available and maintained to support TCF/PTF operations? (DISAC 310-70-1, C2.2.2.9)			
1.8. SYSTEMS ENGINEERING (NON-CRITICAL ITEMS)	YES	NO	N/A
1.8.1. Is the Facility and Link Data accurate and are change reports submitted as required, including subordinate facilities? (DISAC 300-85-1 and Sups and DISAC 310-70-1, C2.5.15)			
1.8.2. Does the TCF/PTF maintain the required number of spare equipment for manual patching or electronic switching to permit timely equipment substitution and circuit conditioning? (DISAC 310-70-1, C2.2.2.6; MIL-STD 188-154A C4.2.3.3)			
1.9. DEFENSE INFORMATION SYSTEMS NETWORK (DISN) (CRITICAL ITEMS)	YES	NO	N/A
1.9.1. Does the DISN Node Site Coordinator (NSC) ensure 24-hour, 7 days-per-week continuous operation of the node by providing or making provisions for local site assistance in case of node or circuit degradation or outages? (DISAC 310-55-9, C2.1.1.2)			
1.9.2. Does the NSC perform quarterly Preventive Maintenance Checks of the DISN node site equipment and are all deficiencies recorded and forwarded to the appropriate RNOSC. (DISAC 310-55-9, C2.6)			

1.10. DISN (NON-CRITICAL ITEMS)	YES	NO	N/A
1.10.1. Are the individuals selected as NSCs notified in writing and have NSCs acknowledged that they are responsible for the duties contained in DISAC 310-55-9? (DISAC 310-55-9, C2.1.2.1)			
1.10.2. Has the NSC informed the appropriate Regional Network Operations and Security Center (RNOSC) of all changes to NSC and alternate NSC assignment? (DISAC 310-55-9, C2.1.2.2)			
1.10.3. Does the NSC ensure that installed node site equipment is not altered, tampered with, or moved without proper authorization from and coordination with the DISA Operations Directorate (D3)? (DISAC 310-55-9, C2.3.2.2)			
1.10.4. Does the NSC ensure defective parts are returned within 5 days of the receipt of a new or replacement part? (DISAC 310-55-9, C2.10.2)			
1.10.5. Has the NSC ensured that the DISN node equipment is properly signed for? (DISAC 310-55-9, C2.10.4)			
SECTION 2: CIRCUIT ACTIONS (PROVISIONING) **MISSION STATEMENT (MAJCOM):** Provides support to NORAD, USSPACECOM and AFSPC for telecommunications requirements. Assists in the effective and efficient management of command telecommunications resources. *NOTE:* All references are from AFI 33-116, ***Long-Haul Telecommunications Management,*** DISAC 310-70-1, DISAC 310-130-1, ***Submission of Telecommunications Service Requests,*** ,DoD Directive 4640.13, ***Management of Base and Long Haul Telecommunicaiton Equipment and Services,***			
2.1. CIRCUIT PROVISIONING (CRITICAL ITEMS)	YES	NO	N/A
2.1.1. Are accurate long-haul circuit history files maintained? (AFI 33-116, C2.5; DISAC 310-70-1, C9.4)			
2.1.2. Do RFS actions meet service lead-times specified in DISAC 310-130-1? (DISAC 310-130-1, Table 4)			

2.2. CIRCUIT PROVISIONING (NON-CRITICAL ITEMS)	YES	NO	N/A

2.2.1. Are section activities carried out IAW the following procedures and requirements?			
2.2.1.1. Are Feeder Requests for Service or Web Order Entries received from field units verified for accuracy, content and format is IAW applicable directives. (DISAC 310-130-1, Chap 3; DISAC 310-130-5; DISA Provisioning Notices)			
2.2.1.2. Is the Biennial Review of AFSPC long-haul circuits coordinated IAW direction from DISA DCS and DoD Components. (DOD Directive 4640.13, C4.2.8; C6.2.9; AFI 33-116, C2.3.9)			
SECTION 3: CIRCUIT ACTIONS (OPERATIONS) **MISSION STATEMENT (UNIT):** Provide circuit provisioning support for DII/DISN and non-DII/DISN circuits/trunks in support of wing/base users, and provide in-facility specialized support for circuit provisioning, technical, and administrative actions for systems control facilities, where applicable *NOTE:* All references are from AFI 33-116; DISAC 310-130-1; DISAC 310-70-1; Dod Directive 4640.13; DISAC 300-175-9, *DII Operating Maintenace Electrical Performance Standards*.			
3.1. CIRCUIT ACTIONS (CRITICAL ITEMS)	**YES**	**NO**	**N/A**
3.1.1. Do RFS actions meet service lead-times specified in DISAC 310-130-1? (DISAC 310-130-1, Table 4)			
3.1.2. Are originated and received actions (RFS/TSR/TSO) reviewed for technical sufficiency and information accuracy and action taken to correct or amend erroneous or incorrect service actions? (DISAC 310-70-1, C2.7.1.1 & C2.7.1.2.5)			
3.1.3. Does the circuit actions function accurately track the status of each action (RFS/TSR/TSO) from inception through completion? (DISAC 310-70-1, C2.7.1.2.8, C8.1, C9.4)			
3.1.4. Does the circuit actions function ensure new services are tested and meet technical and contractual parameters before accepting service for the government? (DISAC 310-70-1, C2.7.1; DISAC 300-175-9, Standards Para 7)			
CIRCUIT ACTIONS (CRITICAL ITEMS) Cont:	**YES**	**NO**	**N/A**

3.1.5. Are accurate circuit history folders established, and do they contain: (DISAC 310-70-1, C9.4; AFI 33-16, C2.5)			
3.1.5.1. Copies of documentation concerning degradation from failing management threshold (MT) for two consecutive months or more.			
3.1.5.2. The latest TSO that reflects current end-to-end routing.			
3.1.5.3. Initial Test and Acceptance (T&A) data.			
3.1.5.4. In-effect, exception, delayed service reports.			
3.1.5.5. Status Acquisition Message (SAM) or circuit demand.			
3.1.5.6. Copies of latest QC data and/or waivers, if applicable.			
3.1.6. Are accurate DD form 1441's, **Circuit Data,** prepared on every facility circuit and maintained in a centralized file? (DISAC 310-70-1, C9.3.1)			
3.1.7. Is a detailed in-station diagram that depicts equipment and circuit appearance maintained and readily available to all personnel? (DISAC 310-70-1, C2.2.2.10)			
3.2. CIRCUIT ACTIONS (NON-CRITICAL ITEMS)	**YES**	**NO**	**N/A**
3.2.1. Are in-effect, exception, and delayed service reports being submitted within the prescribed time limit? (DISAC 310-70-1, C8.4.4; DISAC 310-130-1, C2.10 & C2.11)			
3.2.2. Does circuit actions accomplish review and revalidation every 2 years to certify if services are still required or if they need to be reconfigured? (DOD Directive 4640.13, C4.2.8; AFI 33-116, C2.4.4)			
3.2.2.1. Does the circuit actions function complete actions to revalidate leased and/or government owned services when required and complete actions for the Biennial Review of Long-haul circuits?			
3.2.2.2. Discontinue unused or unnecessary circuits?			
3.2.2.3. Cease leased circuits and equipment that are no longer required and ensure vendors remove equipment and cease billing for leased services?			
3.2.2.4. Initiate action to buy-out or convert uneconomical leases?			

CIRCUIT ACTIONS (NON-CRITICAL ITEMS) Cont:	**YES**	**NO**	**N/A**

3.2.2.5. Transition circuits and trunks to government owned circuit bundling systems such as the Defense Information Systems Network (DISN) or AFSPC Timeplex network?			
3.2.3. Are all patch bays and test boards properly labeled and maintained? As a minimum, labeling will include the last four characters of the circuit Command Communications Service Designator (CCSD) and the Telecommunications Service Priority (TSP)? (DISAC 310-70-1, C2.5.21)			
3.2.4. Does the TCF send DII user notification letters to each user upon activation of a new circuit, and annually thereafter? (DISAC 310-70-1, C2.5.20)			